



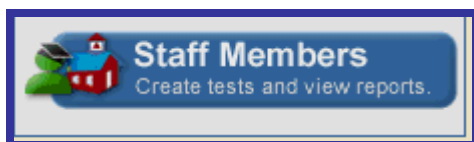
ACHIEVEMENT SERIES

Create a District Test Draft: Quick Pick

The Quick Pick option facilitates test creation by having Achievement Series *randomly* select test items based on user-set criteria. This option is often used to extract items from Scantron Skills Connection Item Banks; however, any item banks can be utilized.

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/> and click **Staff Members**.



3. Enter your **Site ID**, **Staff ID** and **Password**.

Then click **Login**.

Site ID:

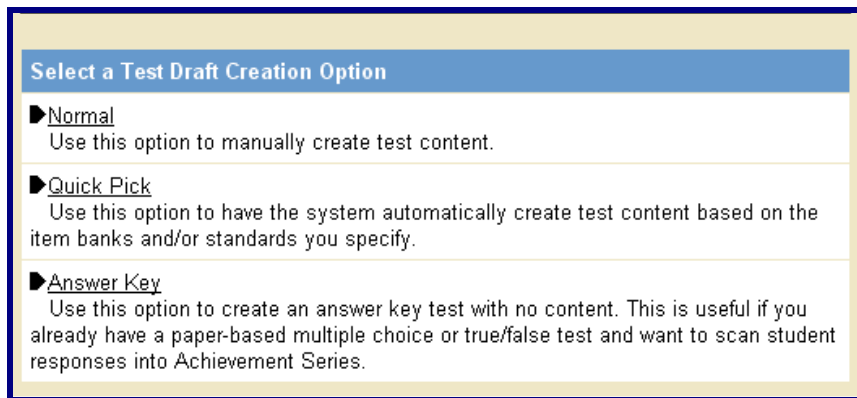
Staff ID:

Password:

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Section 2: Create the Quick Pick Test Draft

1. At the Achievement Series home page, click **Tests**.
2. Under **Test Drafts**, select **Create**.
3. Click **Quick Pick**.

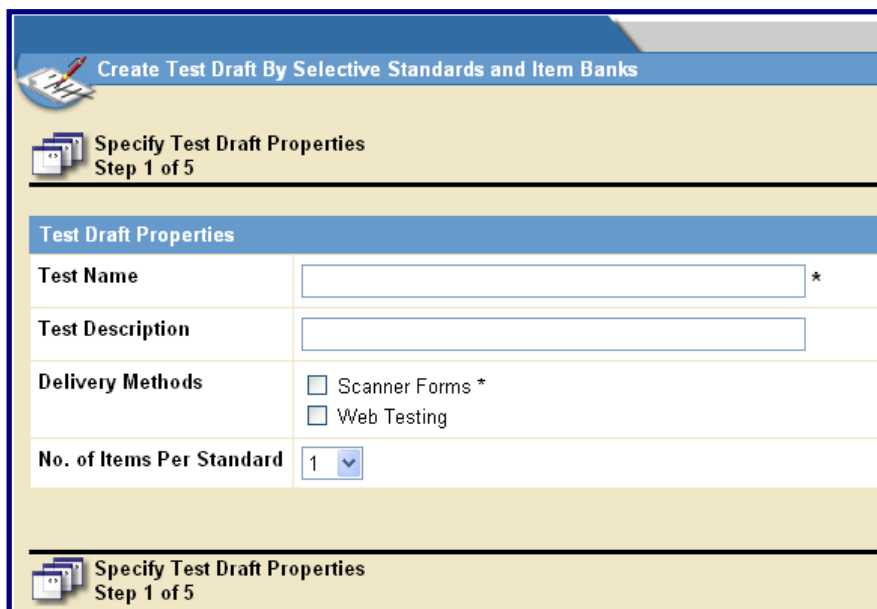


Select a Test Draft Creation Option

- **Normal**
Use this option to manually create test content.
- **Quick Pick**
Use this option to have the system automatically create test content based on the item banks and/or standards you specify.
- **Answer Key**
Use this option to create an answer key test with no content. This is useful if you already have a paper-based multiple choice or true/false test and want to scan student responses into Achievement Series.

4. In Step 1 of 5, enter the Test Draft Properties:
 - A. Enter a **Test Name**
 - B. Select **Delivery Method**: Scanner Forms and/or Web Testing **
 - C. Select the desired **No. of Items Per Standard**.

**If the test is to include Extended Response items, the Scanner Forms delivery method *only* is supported. (Effective: August 2005)



Create Test Draft By Selective Standards and Item Banks

Specify Test Draft Properties
Step 1 of 5

Test Draft Properties	
Test Name	<input type="text"/> *
Test Description	<input type="text"/>
Delivery Methods	<input type="checkbox"/> Scanner Forms * <input type="checkbox"/> Web Testing
No. of Items Per Standard	1 <input type="button" value="v"/>

Specify Test Draft Properties
Step 1 of 5

A C H I E V E M E N T S E R I E S

5. In Step 2 of 5, setup **Item Selection Options** and select **Item Banks**.

A. First select the **Item Types** to include on the test.

Tip! Extended Response items are available for Scanner Forms tests only. If you selected “online” in Step 1, this type will be grayed out.

If you will exclusively use Skills Connection items, only MC items apply.

B. Enter a **Grade range** and **Subject**.

When using Skills Connection Item Banks...

It is suggested that you enter a Grade range 2 levels *above and below* the grade you will be testing (lowest is Grade 2). This will increase the likelihood of finding the most appropriate items. The rationale for this is the grade that is associated with an item in the universal Skills Bank may be slightly different than the grade at which it is taught in your District.

Create a Quick Pick Test Draft Help

Select Item Banks
Step 2 of 5 Previous Cancel Next

Item Selection Options

Item Types	<input checked="" type="checkbox"/> Include Multiple Choice questions <input checked="" type="checkbox"/> Include True/False questions <input checked="" type="checkbox"/> Include Multiple Response questions <input checked="" type="checkbox"/> Include Extended Response questions
Grade	Pre ▼ to 12+ ▼
Subject Area	(All Subjects) ▼

B. Choose the **Item Bank(s)** to search for items. Then click **Next**.

Select	Item Bank ▲	Location
<input type="checkbox"/>	4th Grade Language Arts - Share Reviewer (from KPM)	Product Support Testing District
<input type="checkbox"/>	4th Grade Mathematics - Remote Share (MEM)	Product Support Testing District
<input type="checkbox"/>	Elementary Math	Scantron Test District
<input type="checkbox"/>	Grade 2 Mathematics	Scantron Test District
<input type="checkbox"/>	Shared: Skills Connection Language Arts	Service Site

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6. In Step 3 of 5 you can optionally refine the search based on Standards previously associated with the items. This is highly recommended when you are using the Skills Connection Item Banks where most items have been associated with the standards documents in each state.
 - A. First select the **Standards Document**.
 - B. (Optional) Enter Keywords. Example: verbs
Keywords, if entered, must match *exact text* on the Standards Document.
 - C. Enter the **Grade Levels** for the Standards.
 - D. Now click **Search**.

Create Test Draft By Selective Standards and Item Banks

District : Scantron Test District

Select Standards Step 3 of 5

Cancel Previous Search Next

Search for Standards

Standards Document TX 1997 Chapter 110. Texas Essential Knowledge and Skills for English Language Arts and Reading

Keywords

Grade Level 4 to 4

Select Standards Step 3 of 5

Cancel Previous Search Next

7. Select the desired Standards (skills) and then click **Next**.

Create a Quick Pick Test Draft

Help

Select Standards Step 3 of 5

Cancel Previous Search Next

Search for Standards

Standards Document CA Sample Document (English)

Keywords

Grade Level 4 to 4

Standards

- ☒ 1.0 Students must be fluent in English
 - ☒ 1.1 Students must be able to read
 - ☒ 1.1.1 Reading short sentences
 - ☒ 1.1.2 Reading long sentences
 - ☒ 1.2 Students must be able to write
 - ☒ 1.2.1 Writing short sentences
 - ☒ 1.2.2 Writing long sentences

A C H I E V E M E N T S E R I E S

8. Items matching your search criteria will appear on the next screen.
 - A. Select the items you want to include on the Test Draft.
 - B. Click **Get Alternate** to select a different item.
 - C. Click **Save** to accept the items selected.

Create a Quick Pick Test Draft Help

Test Items Found Based On Previous Selection Criteria
Step 4 of 5 Previous Cancel Save

[Toggle all checkboxes on this page](#)

Select	Item	Action
<input checked="" type="checkbox"/>	Which of the following sentences is punctuated correctly? <div style="margin-left: 20px;"> <p>✓ A. The sun was out; nevertheless, he put on a jacket and gloves.</p> <p>B. The sun was out- nevertheless, he put on a jacket and gloves.</p> <p>C. The sun was out, nevertheless, he put on a jacket and gloves.</p> <p>D. The sun was out: nevertheless, he put on a jacket and gloves.</p> </div>	Get Alternate
<input checked="" type="checkbox"/>	Which of the following sentences is punctuated correctly? <div style="margin-left: 20px;"> <p>A. The following items will be required at camp- sleeping bag, tent, hiking shoes, and compass.</p> <p>✓ B. The following items will be required at camp: sleeping bag, tent, hiking shoes, and compass.</p> <p>C. The following items will be required at camp, sleeping bag, tent, hiking shoes, and compass.</p> <p>D. The following items will be required at camp; sleeping bag, tent, hiking shoes, and compass.</p> </div>	Get Alternate

9. Next you need to review the Test Draft for accuracy and completeness.
 - A. Go to **Site Administration** and select **Tests**.
 - B. Under **Test Drafts** click **List**.
 - C. Just click the name of the Test Draft to open it.
 - D. Print the Paper Test and Test Draft Details Report to verify the integrity of the test. Make any modifications as needed.
 - E. Finally you will need to *Publish* and then *Schedule* the test. *
 - * Refer to these tutorials for directions:
 - Publishing the District Test
 - Scheduling the District Test